



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 1, 2015

Tammy and Tom Ganoe
502 South Cedar St.
Jefferson, IA 50129

Dear Child Care Provider,

This letter is in regards to the April 29, 2015 compliance check of your Level C2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. *The provider needs to put a working smoke detector at the top of the stairs.*

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. *Provider needs to put non-smoking sign in vehicle that is used to transport the children.*

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *The provider had exams and immunizations but provider did not use the Vet Exam form and needs to use that form. Provider was referred to local CCRR representative/CCRR website.*

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Provider had physicals for all household members but needs to use the updated Provider Physical form which is good for 3 years.*

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *The provider has 17 children enrolled and there were 12 children present during compliance check. The children's files need to be updated yearly.*

Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *One of the children had this form completed but the form was a copy and someone had taken white out and changed the physical date to 2015 date. DHS field staff did not accept this form due to being tampered with. One of 17 children was missing this form in the file.*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. *The provider had most of the immunizations however not all the immunizations had signatures and dates at the top of the form.*

110.5(10) Substitutes *DHS compliance field staff reviewed policy regarding substitutes and encouraged the providers to obtain a substitute for emergencies. This is for provider information only.*

110.5(10)a All standards regarding supervision and care of children apply to substitutes.

110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

110.5(10)c The substitute must be 18 years of age or older.

110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C" *The provider was in compliance with this policy during compliance check and this is for informational purposes only.*

110.10(1) a Not more than 12 preschool children present at any one time, including infants.

110.10(1)b Of these 12 children, not more than four children under the age of 24 months are present at any one time.

110.10(1)c Not more than two additional school-age children present for less than two hours at any one time.

110.10(1)d Not more than two additional children who are receiving care on a part-time basis.

110.10(1)e Not more than sixteen children present when the emergency school closing exception is in effect.

110.10(1)e If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.

110.10(1)f Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: June 15, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).